



The City of Alexandria
Workforce Development Center

AUGUST 2015

TeensWork!

Youth Career Academy

1900 N. Beauregard St., Suite 300

Alexandria, Virginia 22311

Office: 703.746.5940

Register for workshops in person or online at:
www.alexandriawdc.eventbrite.com

Youth Career Academy (YCA) Hours of Operation: Monday – Friday, 9 a.m. to 4:45 p.m.

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|
| 3 JOB 201 / JOB 202: 10 a.m. – 12 p.m. Career Scene Investigator & Employment Applications JOB 203: 2 – 4 p.m. Resumes & Cover Letters | 4 JOB 204 / JOB 205: 10 a.m. – 12 p.m. Social Media: Maximize Internships & Job Options & LinkedIn 101 JOB 207: 1 – 2 p.m. Networking for Shy People | 5 JOB 201 / JOB 202: 10 a.m. – 12 p.m. Career Scene Investigator & Employment Applications JOB 203: 2 – 4 p.m. Resumes & Cover Letters | 6 JOB 208: JOB CLUB 11 a.m. – 12:30 p.m. INTW 301 / LIFE 301 1 – 3 p.m. Interviewing Skills & Ways to Shine as a New Employee | 7 EDU 401: 11 a.m. - 1 p.m. Next Step After High School: College & Career Planning Options PRGM 102: 1 – 2 p.m. WIOA Training Program |
| 10 JOB 201 / JOB 202: 10 a.m. – 12 p.m. Career Scene Investigator & Employment Applications JOB 203: 2 – 4 p.m. Resumes & Cover Letters | 11 JOB 204 / JOB 205: 10 a.m. – 12 p.m. Social Media: Maximize Internships & Job Options & LinkedIn 101 | 12 JOB 201 / JOB 202: 10 a.m. – 12 p.m. Career Scene Investigator & Employment Applications JOB 203: 2 – 4 p.m. Resumes & Cover Letters | 13 JOB 208: JOB CLUB 11 a.m. – 12:30 p.m. INTW 301 1 – 2 p.m. Interviewing Skills | 14 NO WORKSHOPS SCHEDULED |
| 17 JOB 201 / JOB 202: 10 a.m. – 12 p.m. Career Scene Investigator & Employment Applications JOB 203: 2 – 4 p.m. Resumes & Cover Letters | 18 JOB 204 / JOB 205: 10 a.m. – 12 p.m. Social Media: Maximize Internships & Job Options & LinkedIn 101 JOB 207: 1 – 2 p.m. Networking for Shy People | 19 JOB 201 / JOB 202: 10 a.m. – 12 p.m. Career Scene Investigator & Employment Applications JOB 203: 2 – 4 p.m. Resumes & Cover Letters | 20 JOB 208: JOB CLUB 11 a.m. – 12:30 p.m. INTW 301 1 – 2 p.m. Interviewing Skills | 21 EDU 401: 11 a.m. - 1 p.m. Next Step After High School: College & Career Planning Options |
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| 31 OPEN LAB | 1 OPEN LAB | 2 JOB 201 / JOB 202: 10 a.m. – 12 p.m. Career Scene Investigator & Employment Applications JOB 203: 2 – 4 p.m. Resumes & Cover Letters | 3 JOB 207: 1 – 2 p.m. Networking for Shy People INTW 301 2 – 4 p.m. Interviewing Skills | 4 OPEN LAB |



Visit us on the web

www.alexandriava.gov/WorkforceDevelopment



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Department of Community
and Human Services

The City of Alexandria is committed to compliance with the Americans with Disabilities Act, as amended. To request a reasonable accommodation, please email: maurice.tomdio@alexandriava.gov or call our video phone at 571.384.5244.



PROGRAM ORIENTATION

PRGM 101 - TeensWork! Program Orientation

Learn how the TeensWork! Youth Employment Program can help you expand your job search techniques!

PRGM 102 - WIOA Youth Program Orientation

Do you need help preparing for employment and job search? Do you want to upgrade your skills through training? You may qualify for training, financial assistance and one-on-one coaching through the Workforce Innovative and Opportunity Act (WIOA) program. Learn how we can help you find a job, pay for school, and much more!

JOB SEARCH & RESUME SKILLS

JOB 201 – Career Scene Investigator (CSI)

Have you been spinning your wheels on the job search path and not getting results? This workshop is the answer! Learn how your personality and skills relate to potential career options by taking a career interest survey. You will learn how to search for jobs on the internet, research companies, and use Labor Market Information to market your transferable skills and gain access to new career opportunities!

JOB 202 – Anatomy of a Job Posting / Completing Effective Employment Applications

Should you apply for a position if you don't have every qualification? What activities can you count as experience? How can you use the information in a job posting to customize your resume, ace the interview, and get a job offer? This workshop will address how to complete all questions on a job application and online application assessment questions, and how to read and interpret job and internship announcements to help you optimize your opportunities.

JOB 203 – Effective Resumes & Cover Letters

At this workshop you will increase your understanding of how your resume and cover letter are used in the job search process and make sure they target your career goals. Learn how to compose a resume that reflects your greatest strengths and talents and explore different resume formats. You will also learn how to create an email, upload resumes in an electronic format. By the end of this workshop your resume will say, "Interview me!"

JOB 204 – Social Media: Maximize Internships & Job Options

Accelerate your job or internship search or expand your option exploration through social media and by using-the-web-wisely. Learn what employer's opinions are and how they use social media to find talent. Learn how to develop a positive and professional digital-footprint (online identity/reputation) and how to best use LinkedIn, Twitter, and Facebook to begin or advance your career.

JOB 205 – LinkedIn 101

Learn how to build an awesome LinkedIn profile and help you learn how to effectively use LinkedIn to network and gather career information.

JOB 206 – Federal Jobs: How to Apply!

You'll learn how to find agencies that might interest you, locate federal job openings, and tailor your application materials to show how your qualifications match what federal hiring authorities are seeking.

JOB 207 – Networking for Shy People (& Everyone!)

We know it takes a certain, special type of person to genuinely enjoy career networking. For the rest of us who may need a little help, there's the "Networking for Shy People (& Everyone!)" workshop. Things you'll leave the workshop knowing include: "the approach," ways to get "them" talking (so you can relax – and listen!), dealing with silence, getting the info, and how and when to move-on and follow-up.

FOLLOW US





JOB 208 – TEENSWORK! JOB CLUB

Tired of job searching? Give our Job Club a try! You will meet with other job seekers, share job search tips, and results, gain insight to assist you as you prepare for your career, engage with an interactive group, and leave feeling recharged.

INTERVIEWING SKILLS

INTW 301 – Prepare for the Interview and Unleash Your Hidden Potential!

Learn how to prepare for an interview, as well as present yourself in the best way possible! This workshop will help you to discover your hidden potential and teach you ways to overcome negative thoughts and unleash your greatest strengths. We all have things that don't make us proud: a spotty job history; getting fired; low grades; or even a legal history. After completing this workshop, you will move forward in a positive way.

INTW 302 – Mock Interview Coaching

Do you have what it takes to find a job and nail the interview? Or, is something holding you back? Practice your interview skills and reduce anxiety in this live, one-on-one mock interview. After this workshop, you will walk through the employer's door with confidence, ace the interview, get that job and be a superstar at work!

INTW 206 – How to Prepare for the Career Fairs

Find out what to expect at career fairs. Learn how to plan a strategy for the most effective and efficient use of your time at a fair, how to craft an introduction that makes a good impression, what to wear, and how to follow-up after the fair.

LIFE SKILLS / FINANCIAL LITERACY ENRICHMENT

These workshops help students broaden their outlooks on various aspects of life, acquire new interests, and learn to become leaders and role models to other youth.

LIFE 301 – 30 WAYS TO SHINE AS A NEW EMPLOYEE

New employees will explore the purpose of increasing job retention by promoting effective workplace habits, attitudes, choices and becoming effective leaders.

LIFE 302 – FINANCIAL LITERACY AND ENTREPREURSHIP

Young people who learn money management early can avoid many of the costly mistakes that would otherwise set them back as they plan for their futures. Whether you're interested in learning about money management or exploring entrepreneurship, attend one of our sessions and find your financial path today.

COLLEGE READINESS

EDU 401 – NEXT STEP AFTER HIGH SCHOOL: COLLEGE & CAREER PLANNING OPTIONS

Explore tips for deciding if enrolling in college is in your future as well as tips for the application process. You'll learn how to identify and research the schools that are the best fit for you, and explore alternative educational options. In addition, you'll become familiar with the application process, learn more about personal statements, and find out about scholarship and funding sources.

Contact Tiffany Gray, Youth Program Coordinator, for more details.



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703.746.6046

